USERRA PACKET CHECKLIST

ENTRY TO MILITARY DUTY

1. SF 52 FOR ABSENT-US

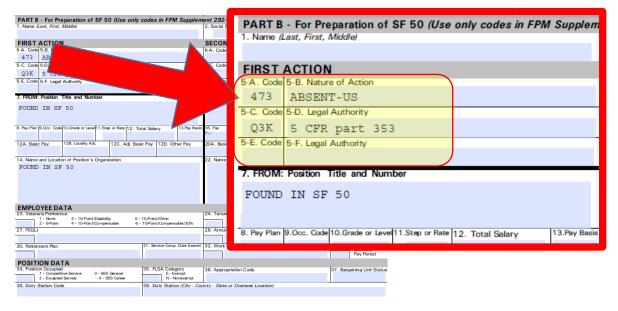
PART A #1, 3, 4, SIGNED BY TECHNICIAN (PART A, #5), AND GROUP COMMANDER (PART A, #6),

Standard Form 52 Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

	PART A - Requesting Office (Also complete Part B, Items	1, 7-22, 32, 33, 36, and 39.)	
	1. Actions Requested		Request Number
1	ABSENT-US (STATE DATE TO END DATE)		
ı	3. For Additional Information Call (Name and Telephone Number)	 Proposed Effective Date 	
	SUPERVISOR'S INFORMATION		DATE
5. Action Requested By (Typed Name, Title, Signature, and Request Date) 6. Action Authorized by (Typed Name, Title, Signature		and Concurrence Date)	
	TECHNICIAN INFORMATION	GROUP COMMANDER'S SIGNATURE	
1			DATE SIGN

PART B #1-4, [5-A 473], [5-B ABSENT-US], [5-C Q3K], [5-D 5 CFR part 353], #7-14 #23-39 (INFORMATION CAN BE RETRIEVED FROM CURRENT APPOINTMENT SF 50 – CHECK WITH SUPERVISOR FOR MYBIZ+ ACCESS



PART D – TECHNICIAN PROVIDE PURPOSE OF MILITARY ORDERS, PROVIDE START DATE AND PROJECTED END DATE,

PART D - Remarks by Requesting Office (Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement If "YES", please state these facts on a separate sheet and attach to SF 52.)	nt?	YES	NO
TECHNICIAN BEING PLACED ON MILITARY DUTY FROM PURPOSE OF TITLE 10 USC OR TITLE 32 USC ORDERS# DATE OF ORDERS	TO	FOR T	нЕ

2 MILITARY ORDERS AND ALL AMENDMENTS OR MODIFICATIONS (IF APPLICABLE)				
3 USERRA ELECTION FORM				
A ENSURE TO CHECK FEHB SELECTION				
B PREMIUM CONVERSION WAIVER FORM (IF APPLICABLE)				
C FEGLI NOTIFICATION ELECTION FORM				
D TSP 41 (IF TECHNICIAN HAS A TSP LOAN)				
E INITIAL ALL SELECTIONS THAT APPLY TO INDIVIDUAL				
4 TIME AND ATTENDANCE – PROVIDED BY SUPERVISOR, TIMEKEEPER				
RETURNING TO TECHNICIAN STATUS				
1 SF 52 FOR RTD				
SIGNED BY SUPERVISOR (PART A, #5), AND GROUP COMMANDER (PART A, #6)				
PART B #1-4, [5-A 292], [5-B RETURN TO DUTY], #15-22, #23-39 (INFORMATION CAN BE RETRIEVED FROM CURRENT APPOINTMENT SF 50 – CHECK WITH SUPERVISOR FOR MYBIZ+ ACCESS				
2 USERRA ELECTION FORM FOR RETURN TO DUTY				
A DD 214 OR AMENDMENTS/MODIFICATIONS				
A TSP RETRO FORM (TECHNICIANS TO PROVIDE LES FROM MILITARY DEPLOYMENT)				
B TSP -41 (IF TECHNICIAN HAS A TSP LOAN)				